

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>					<b>3. Service</b> <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b> Orlando, FL		<b>5. Duty Station</b> Orlando, FL		<b>1. Agency Position No.</b> 13241	
							<b>7. Fair Labor Standards Act</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		<b>6. OPM Certification No.</b>	
							<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position is:</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
											<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
											<b>13. Competitive Level Code</b> 0428	
											<b>14. Agency Use</b>	

<b>15. Classified/Graded by</b>	<b>Official Title of Position</b>	<b>Pay Plan</b>	<b>Occupational Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date</b>
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Student Trainee (Contracting)	GS	1199	04		
e. Recommended by Supervisor or Initiating Office	Student Trainee (Contracting)	GS	1199	04		

**16. Organizational Title of Position (if different from official title)**

**17. Name of Employee (if vacant, specify)**


<b>18. Department, Agency, or Establishment</b> Department of the Army		<b>c. Third Subdivision</b>	
<b>a. First Subdivision</b> PEO STRI, Orlando, FL		<b>d. Fourth Subdivision</b>	
<b>b. Second Subdivision</b> Contracts Directorate		<b>e. Fifth Subdivision</b>	
<b>19. Employee review - This is an accurate description of the major duties and responsibilities of my position.</b>		<b>Signature of Employee (optional)</b>	

**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b> KIM D. DENVER, Director of Contracts		<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b>	
<b>Signature</b> 	<b>Date</b> 15 Nov 04	<b>Signature</b>	<b>Date</b>

**21. Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

**22. Position Classification Standards Used in Classifying/Grading Position**  
Bus & Ind Student Trainee Series, Hdbk of OCC Groups & Families, Jan 99

<b>Typed Name and Title of Official Taking Action</b> KIM D. DENVER, Director of Contracts		<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
<b>Signature</b> 	<b>Date</b> 15 Nov 04		

<b>23. Position Review</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>
a. Employee (optional)										
b. Supervisor										
c. Classifier										

**24. Remarks**  
BUS: 7777  
Student Career Experience Program (SCEP) Position  
Position is at full performance level.

**25. Description of Major Duties and Responsibilities (See Attached)**

Previous Edition Usable

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295 USAPPC V1.00

## **Position Description**

### **STUDENT TRAINEE (CONTRACTING)**

**GS-1199-04**

#### **SUPERVISORY CONTROLS**

Works under close supervision of an employee of higher grade. Receives oral and written instructions, outlining objectives of assigned tasks, methods and procedures controlling work, problems to be anticipated, detailed instructions, on new or unfamiliar tasks, and assistance with problems, as requested. Work is reviewed for progress, compliance with instructions, accuracy, and adequacy.

#### **MAJOR DUTIES**

Summary: Incumbent is assigned to the PEO STRI, Directorate of Contracting as a Student Trainee (Contracting) under a cooperative education agreement between a college or university and PEO STRI, and performs one or more of the following typical duties as an intermediate phase of a continued training program requiring on-the-job training in a Federal agency and pertinent scholastic education leading to a bachelor's degree at a college or university. Work assignments are clear-cut and designed to provide progressive experience in all phases of contracting.

Student will be required to perform and/or receive instruction to perform the following duties:

- a. Receives orientation and training by participating and assisting in routine assignments; pertaining to sealed-bid and negotiated contract actions (supply, service, information management and/or construction contracts).
- b. Participates and assists in such tasks as receiving and safe guarding sealed bids until bid opening date and time: assisting bid offering officer in recording of all bids by name and price; compiling and preparing bidders mail list; mail out of solicitation packages and amendments within the required time frames; assisting in the preparation of sealed bid and negotiated solicitation packages; pre-award surveys; abstracts; setting up site visits; assisting with post-award conferences; setting up of pre-proposal conferences and evaluation of bids and offers.
- c. Participates and assists in monitoring contract files to ensure the progress of the contracts. This will include contract administration on purchase orders, delivery orders, fixed price and cost type contracts, information management contracts and construction contracts tracking such elements as delivery schedules, insurance requirements, wage rates, exercising options, etc. Participates and assists in issuing contract modifications.  
15%
- d. Receives orientation and training in accomplishing open market purchases of supplies, services and information management equipment up to \$2500.00, and purchase of supplies, services and construction between \$2,501.00 and \$25,000.00 by obtaining adequate competition in accordance with all applicable

contracting regulations. Participate and assists in the selection of the proper and most economical small purchase procedure to accomplish procurement actions such as the use of Federal Supply Schedules, other Government sources or on the open market. Participates and assists in the preparation of Requests for Quotations, Blanket Purchase Agreement Calls, delivery orders against Federal Supply Contracts and open market purchase orders. Assists the Director in meeting with representatives from industry (i.e., appointments, scheduling demonstrations, coordinating with customers, etc.).  
85%

Performs other duties as assigned.

#### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION, FL 1-3—350 pts

Practical knowledge of general business concepts and understanding how their application to procurement regulations, requirements, procedures, policies, and guidelines apply. Knowledgeable in basic business concepts to sufficiently complete, process, and distribute a variety of assigned procurement documents.

Knowledge of the relationship of the data required for each basic contract procurement document, along with the documents and supporting paperwork associated with basic contract.

Knowledge of general office automation systems to use different software programs for various office needs, to include inputting, maintaining, retrieving and transmitting a variety of procurement documents and forms. A qualified typist is required.

#### FACTOR 2, SUPERVISORY CONTROLS, FL 2-2—125 PTS

The employee works independently in carrying out familiar assignments in accordance with previous instructions, standard procedures for creating documents or entering or retrieving data via the computer. The employee seeks further guidance when new or unusual assignments call for deviations from established procedures or otherwise require special instructions. Work is reviewed for compliance with standard procedures and for timeliness.

#### FACTOR 3, GUIDELINES, FL 3-2—125 PTS

Guidelines include both oral and written instructions that pertain to technical operating procedures. Employee must select and apply detailed instructions for each office task or function when available. For tasks not covered by specific guidelines, employee must search more general guidelines to determine the specific steps to apply. Judgment is required because of the number and similarity of guidelines or the availability of alternative procedures for accomplishing a function. Situations in which existing guidelines cannot be applied are referred to the supervisor, an automation specialist, or Finance and Accounting.

#### FACTOR 4, COMPLEXITY, FL 4-2—75 PTS

Assignments include processing various contract documents that include varying degrees of complexity. More complex contracts involve an intense review of documents that include consulting more sources for verifying the information and data to be included. Steps and procedures differ among types of contracts

and become more involved and complex in processing assignments. Complexity ties in the steps and procedures associated with the numerous documents and supporting material required for each contract, and the ability to identify errors in procurement document.

FACTOR 5, SCOPE AND EFFECT, FL 5-2—75 PTS

The work affects processing of procurement documents in a timely manner based on the review of documents and supporting material for accuracy and completeness. The work requires attention to detail and accuracy.

FACTOR 6, PERSONAL CONTACTS, FL 6-1—30 PTS

Personal contacts are with employees within the immediate work unit or related support units such as points of contact and document originators.

FACTOR 7, PURPOSE OF CONTACTS, FL 7-1—20 PTS

The purpose of the contacts is to exchange and verify information (i.e. clarify terminology, determine priorities, discuss additions or revisions, or discuss equipment, capabilities), or correct errors on requirements documents. May also have contact with senior Army leaders.

FACTOR 8, PHYSICAL DEMANDS, 8-1—5 PTS

The work is primarily sedentary.

FACTOR 9, WORK ENVIRONMENT, FL 9-1—5 PTS

Work is performed in a typical office setting.

TOTAL POINTS: 810 PTS

POINT RANGE: 655-850 = GS-04